

Tips for Chapters on Updating Chapter Rules

Thank you for your commitment and service to follow all guidelines set forth in the TN State Organization Bylaws and Rules regarding the submission of your chapter rules every three years for review by the TNSO Bylaws and Rules Committee. (Article V.A.4.)

The Tennessee State Organization (TNSO) Bylaws and Rules Committee stands ready to help you update your chapter's governing documents so they reflect state and international governing documents. Below are some tips to assist you in the process!

Step One.

- Please check the Chapter Rules Schedule. (Go to TNSO website (www.tndkg.org), Bylaws and Rules section, Chapter Rules Schedule, to see when your chapter rules were last updated and when you are scheduled to submit your chapter's updated rules.)
- If you are listed to update your chapter rules in 2023, then your updated Chapter Rules should be submitted to the TNSO Bylaws and Rules Committee for review by April 1, 2024.
- **However, if you finish a review of the Chapter Rules earlier, please send them to Dr. Debra M. Smith TNSO Rules and Bylaws Committee Contact via email at drdmsmith1@gmail.com.**
- If your chapter rules have been updated in the last three years, a later review date will be listed, so no action is needed until then.
- **BONUS:** all chapter rules submitted by their deadline receive points on the Maycie Chapter Excellence Awards. That means if your chapter is already in compliance, your chapter gets to count those award points for all three years until your next review deadline!

Step Two.

- Your rules are your rules, and they are personal to your chapter. They are unique to you. At the same time, however, they must conform in some areas to the state and international rules and bylaws.
- Please check the Tips for Chapters on Updating Chapter Rules documents on the TNSO website, under "Resources", Rules and Bylaws.

- Please check the Chapter Rules Checklist (also listed on the TNSO site in Bylaws and Rules section and can be downloaded) against your existing chapter rules and make any adjustments suggested.
- Most chapter presidents have a representative from their chapters to update rules. Usually, the chair of the Rules Committee is assigned this task.
- Also, the TNSO Bylaws and Rules Committee recommends that chapter presidents and rules representatives be familiar with your chapter rules to help get your biennium started with knowledge that will help you and your chapter going forward! Our State Rules and Bylaws Committee will also be available to help you and your chapter. We are attaching contact information for the committee.

Step Three.

- After the Chapter Rules Committee or representative has made the changes needed to the chapter rules, the chapter must vote on the changes.
- All proposed changes must be communicated to All members in published form BEFORE the meeting where you intend to vote on the changes.
(Recommendations for publishing for member review include but are not limited to newsletter, email, text, chapter Facebook pages, and, in some cases, even your chapter website.)
- AFTER the changes are approved, the rules are published on the chapter website for access by all members.

Final Step:

- Send chapter APPROVED rules for review to Dr. Debra M. Smith (drdmsmith1@gmail.com) by APRIL 1, 2024. Our committee will review and send any suggestions or comments to each Chapter President when completed.

Again, we stand ready to help with any questions or concerns you may have (that includes if you cannot find any existing chapter rules, or you need an example to follow that will help your chapter going forward.) Godspeed on all your good work ahead! Thank you for keeping your governing docs updated! We acknowledge and appreciate your efforts!

Linda McCrary, Chair, Tennessee State Organization Bylaws and Rules Committee, 2023 - 2025 (deltakg@nctc.com)